**SOURDOUGH SAM’S**

**PM, GM & IS CAPSTONES**

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| **MEETING MINUTES** | **Date**  5/16/11 | **Time**  6:00 – 9:30pm | **Place**  Keller | **Week**  3 |
| **AGENDA** | Go over what we have so far. | | | |

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| # | TIME | MINUTES | TOPIC |
| 1 | 6:00 – 6:05 | 5 | Get settled |
| 2 | 6:05 – 6:10 | 5 | Go over agenda |
| 3 | 6:10 – 6:20 | 10 | Questions and answers |
| 4 | 6:20 – 6:30 | 10 | Mandalyn shows updated class project plan and gets feedback |
| 5 | 6:30 – 6:50 | 20 | Breakout session |
| 6 | 6:50 – 7:00 | 10 | General class break |
| 7 | 7:00 – 7:15 | 15 | Lyndee addresses marketing issues with feedback |
| 8 | 7:15 – 7:30 | 15 | Tina addresses operational issues with feedback |
| 9 | 7:30 – 7:45 | 15 | Jon addresses finance plan with feedback |
| 10 | 7:45 – 8:00 | 15 | IS team explains IT part with feedback |
| 11 | 8:00 – 8:15 | 15 | Mandalyn asks any questions for the PM part |
| 12 | 8:15 – 8:30 | 15 | Conclusion: Set new tasks and Plan next meeting |

**Meeting Notes:**

We had a quick presentation to the class where we explained our business idea and where we were for each part of the project/business plan/IT section.

The professor gave us feedback to help us in the right direction.

Decided not to meet again till next Monday, but to keep in touch by phone and email.

**New Tasks:**

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| Mandalyn |  |
| Tina |  |
| Lyndee |  |
| Jonathan |  |
| Hung |  |
| Michael |  |
| ALL | Finish rough drafts for next Monday |